

**IN THE COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS  
MAHONING COUNTY OHIO**

**IN RE THE APPOINTMENT OF STANDING  
SPECIAL PROCESS SERVERS**

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**CASE NO. \_\_\_\_\_**

**JUDGE BETH A. SMITH**

**APPLICATION FOR APPOINTMENT AS STANDING SPECIAL PROCESS SERVER**

I \_\_\_\_\_, hereby apply to the Court for appointment as a Standing Special Process Server for this Court. My name and/or company address is as follows:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip. \_\_\_\_\_

**In making this application, I state that:**

- 1. I am 18 years of age or older.**
- 2. I agree not to attempt service of process in any case in which I am a party or counsel for a party.**
- 3. I agree to abide by the provisions of Civ. R. 4 through 4.6 and any applicable Local Rules, and specific instructions for service of process as ordered by the Court in individual cases.**
- 4. I understand that the appointment will be for a one (1) year period or until further order of the Court.**

\_\_\_\_\_  
**APPLICANT**

**ORDER APPOINTING STANDING SPECIAL PROCESS SERVER**

**IT IS HEREBY ORDERED THAT \_\_\_\_\_ is authorized to make service of process in all cases filed in this Court, to serve for a one (1) year period or until further Order of the Court.**

**IT IS FURTHER ORDERED that the Clerk of Court shall record this appointment on the Court's General Docket, and shall retain the original Application and Order. In all cases hereafter, the Clerk shall accept a time-stamped copy of this Order as satisfying the requirements of Civ. R. 4.3(B)(2) for designation by the Court as a person to make service of process.**

**DATE \_\_\_\_\_**

\_\_\_\_\_  
**JUDGE/MAGISTRATE**

